

## Instructions for Completing Interpreter Invoices

- The "Fiscal Information" section of <https://languageaccess.nmcourts.gov/index.php/for-interpreters.html> contains updated templates for FY16. These have been revised to also work for cases in which you have multiple assignments/travel in one day. **Please use these templates even if you don't have multiple assignments in one day.**
- **Please use one invoice per day.**
- Under **"ENTER TRAVEL MILEAGE TO INITIAL ASSIGNMENT:"** enter the miles you drove *to the first* assignment.
- Under **"RETURN/REMAINING MILEAGE after initial assignment:"** enter the miles you drove *from your assignment to your home (if you only had one assignment) or, for multiple assignments in one day,* the miles you drove from your first assignment, to the second or third assignment *plus* the miles you drove home.
- For example, if you drove from ABQ to SF for an assignment, enter miles from ABQ to SF under **"ENTER TRAVEL MILEAGE TO INITIAL ASSIGNMENT"** and enter your return mileage from SF to ABQ under **"RETURN/REMAINING MILEAGE after initial assignment."**

However, if you drove from El Paso to Alamogordo for your first assignment, then drove to Las Cruces for a second assignment and then went home, you'd fill out your invoice as follows:

*Enter the miles you drove from El Paso to Alamogordo under "ENTER TRAVEL MILEAGE TO INITIAL ASSIGNMENT."*

*Then, add the miles you drove from Alamogordo to Las Cruces to your home and enter them under "RETURN/REMAINING MILEAGE after initial assignment."*

- **If possible, please fill out the templates electronically. The templates have embedded formulas that will automatically calculate totals for you based on the data you enter.** This will avoid calculation errors.
- If you fill these by hand, to calculate total for **travel time to** assignment: divide the mileage to initial assignment by 60 and multiply by your travel time rate.  
To calculate total for **return/remaining travel time:** divide the return/remaining mileage by 60, subtract time remaining under guarantee and multiply by your travel time rate.
- Please note that the NM GRT rate has increased. The updated schedule of rates can be found in the "Fiscal Information" section.
- Please mail your invoices to:

Paula Couselo-Findikoglu, Senior Statewide Program Manager, Language Access Services,  
New Mexico Administrative Office of the Courts, 237 Don Gaspar, Room 25, Santa Fe, New Mexico 87501.